

**Title 31**  
**ELECTIONS**  
**Part I. Election Process**

**Chapter 3. Commissioners and Commissioners-in-Charge**

**§301. Testing**

A. At the conclusion of each course of instruction for applicants for "commissioners" and commissioners-in-charge," the clerk of court shall administer the test which has been delivered to them by the State Board of Election Supervisors.

B. The test to be given to applicants for "commissioner" shall consist of 15 questions, all of which shall be taken from the panel of 25 questions as set out in Subsection L.

C. Applicants for "commissioner" shall be allowed 45 minutes to complete the test. Unanswered questions shall be scored as wrong.

D. Applicants for "commissioner" must complete at least 10 answers correctly to be eligible for certification.

E. The test to be given to applicants for "commissioner-in-charge" shall consist of 20 questions, all of which shall be taken from the panel of questions set out in Subsection M.

F. Applicants for "commissioner-in-charge" shall be allowed one hour to complete the test. Unanswered questions shall be scored as wrong.

G. Applicants for "commissioner-in-charge" must complete at least 15 questions correctly to be eligible for certification.

H. Applicants for "commissioner" and "commissioner-in-charge" may refer to the Election Code and informational pamphlet during the course of the examination, but they shall not receive assistance from any other source or individual.

I. The State Board of Election Supervisors shall vary some of the test questions on each succeeding examination, and the numbers and location of the questions shall be different from the preceding examination.

J. At the close of the allotted time for the examinations, the clerk of court shall collect and grade the test papers, using the answer sheet or template provided to them by the State Board of Election Supervisors.

K. The clerk of court shall then certify those applicants who received a passing grade as provided in Subsections D and G. The clerk of court shall keep the examination papers at least 30 days and any applicant may inspect his test paper during such time.

L. The examinations for "commissioner" shall be taken from the following list of multiple choice questions.

1. All commissioners must be present at the precinct no later than:
  - a. 5:30 a.m.;
  - b. 6:00 a.m.;
  - c. 6:30 a.m.

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2. If a commissioner-in-charge fails to appear at the polling place at least 30 minutes before the polls are to open, the commissioners in attendance shall immediately:
  - a. notify the Parish Board of Election Supervisors;
  - b. select a commissioner-in-charge from the commissioners present;
  - c. notify the clerk of court.
3. If a commissioner fails to appear at the polling place at least 30 minutes before the time when the polls are to open, the commissioner-in-charge shall:
  - a. call him on the telephone;
  - b. notify the clerk of court;
  - c. select an alternate commissioner to serve in his place.
4. A commissioner who fails to appear at the polling place at least 30 minutes before the time when the polls are to open is:
  - a. disqualified for the remainder of his term;
  - b. removed from the list of eligible commissioners;
  - c. disqualified from serving as such in the next primary and general elections, unless he establishes to the satisfaction of the parish board of election supervisors that his absence was for just cause.
5. The commissioner-in-charge shall administer the oath to the commissioners:
  - a. at 5:30 a.m.;
  - b. before the first vote is cast;
  - c. prior to the opening of the polls.
6. Who compares the numbers on the seal and protective counter of each voting machine with the numbers on the envelope containing the keys to the voting machine?
  - a. The commissioner-in-charge.
  - b. The commissioners.
  - c. The commissioners and watchers.
7. Who examines each counter on each machine to determine that it registers zero?
  - a. The commissioner-in-charge.
  - b. The commissioners and watchers.
  - c. The parish custodian.
8. If a counter other than the protective counter does not register zero, the commissioners shall immediately notify:
  - a. the Parish Board of Election Supervisors;
  - b. the voting machine warehouse;
  - c. the parish custodian.
9. The card of instructions to voters and commissioners and a copy of the sample ballot shall be posted:

- a. in a conspicuous place at the principal entrance to the polling place;
- b. on the wall inside the polling place;
- c. on the front of each machine.

10. When the voting machines are unlocked for voting, the commissioners shall:

- a. place the keys in the back of the voting machine;
- b. place the keys to the voting machines in the envelopes provided for that purpose;
- c. return them to the parish custodian.

11. The keys to the voting machines shall not be used during the election except by mechanics or experts repairing or adjusting the machine under the supervision and control of:

- a. the parish custodian;
- b. the commissioner-in-charge;
- c. the watchers.

12. Any person who voted by absentee ballot:

- a. must vote in person if he is within the parish on election day;
- b. shall not vote in person at the polls on election day;
- c. can vote in person if he desires to do so, and his absentee ballot will not be counted.

13. The name of every person who votes at the polling place shall be entered on the poll list:

- a. by the voter;
- b. by the commissioner;
- c. by the watchers.

14. If the name of a qualified voter was omitted from the precinct register or computer voting list, the commissioner shall:

- a. not allow him to vote;
- b. take his word that he is a registered voter and allow him to vote;
- c. contact the registrar of voters to ascertain whether or not the person applying to vote is registered to vote in that precinct.

15. If the applicant to vote is unable to sign his name on the registration certificate or computer voting list:

- a. the applicant shall make his mark in ink in the proper space;
- b. the person assisting him in casting his vote shall sign his name for him in the proper space;
- c. the commissioner shall write his name in the proper space.

16. A voter shall not remain in the voting machine:

- a. longer than five minutes;
- b. longer than three minutes;
- c. longer than four minutes.

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17. A voter who because of blindness or physical handicap is unable to cast his vote without assistance may receive assistance from:

- a. his spouse or a blood relative or a commissioner only;
- b. a commissioner other than the commissioner-in-charge only;
- c. any person of his choice except the commissioner-in-charge or a candidate to be voted on in that election.

18. A voter who because of inability to read is unable to cast his vote without assistance may receive assistance from:

- a. his spouse or a blood relative or a commissioner of his choice other than the commissioner-in-charge;
- b. his spouse or a blood relative or a commissioner of his choice other than the commissioner-in-charge, and a second commissioner chosen at random by the commissioner-in-charge or any other person of his choice;
- c. his spouse or a blood relative or a commissioner other than the commissioner-in-charge or any other person of his choice.

19. Other than a blood relative or a commissioner, how many voters needing assistance because they cannot read can the same individual assist in voting at the same election?

- a. Only three;
- b. As many as he chooses;
- c. Only one person.

20. One of the three grounds for challenging a person applying to vote is:

- a. the applicant is not listed on the precinct register or computer voting list;
- b. the applicant has not voted in the last four elections;
- c. the applicant is not qualified to vote in the precinct.

21. Who may challenge a voter?

- a. Any qualified voter.
- b. Only a commissioner or a commissioner-in-charge.
- c. A candidate or his watcher.

22. What disposition is made of the written record of the challenge on election day.

- a. It is sent immediately to the parish board of election supervisors.
- b. It shall be placed in the envelope marked "Put in Voting Machine."
- c. Turned over to the district attorney.

23. As the number of votes for each candidate are called off from the voting machines, they shall be:

- a. entered on the "Tabulation Blank and Compiled Statement" form by one of the commissioners in duplicate;
- b. entered by two commissioners on "Tabulation Blank and Compiled Statement" forms which shall be executed on two original forms, each with a duplicate;

c. recorded on a "Tabulation Blank and Compiled Statement" form by the commissioner-in-charge.

24. The "Combined Tabulation Blank and Compiled Statement" forms shall be certified as correct and signed by the:

- a. commissioners;
- b. commissioners-in-charge;
- c. commissioners and watchers.

25. Generally speaking, no political activity is allowed between the hours of 6 a.m. and 9 p.m. on election day within:

- a. 300 feet of the entrance to any polling place;
- b. 600 feet of the entrance to any polling place;
- c. inside the polling place.

M. The examination for "commissioner-in-charge" shall be taken from the following list of multiple choice questions.

1. Who receives the sealed envelope containing the keys to the voting machines?
  - a. The first commissioner to arrive at the voting precinct.
  - b. The commissioner designated by the commissioner-in-charge.
  - c. The commissioner-in-charge.
2. All commissioners must be present at the precinct no later than:
  - a. 5:30 a.m.;
  - b. 6:00 a.m.;
  - c. 6:30 a.m.
3. If a commissioner-in-charge fails to appear at the polling place at least 30 minutes before the time when the polls are to open, the commissioner-in-charge shall:
  - a. notify the Parish Board of Election Supervisors;
  - b. select a commissioner-in-charge from the commissioners present;
  - c. notify the clerk of court.
4. If a commissioner fails to appear at the polling place at least 30 minutes before the time when the polls are to open, the commissioner-in-charge shall:
  - a. call him on the telephone;
  - b. notify the clerk of court;
  - c. select an alternate commissioner to serve in his place.
5. The commissioner-in-charge shall administer the oath to the commissioners:
  - a. at 5:30 a.m.;
  - b. before the first vote is cast;
  - c. prior to the opening of the polls.

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6. Who compares the numbers on the seal and protective counter of each voting machine with the numbers on the envelope containing the keys to the voting machine?
  - a. The commissioner-in-charge.
  - b. The commissioners.
  - c. The commissioners and watchers.
7. Who examines each counter on each machine to determine that it registers zero?
  - a. The commissioner-in charge.
  - b. The commissioners and watchers.
  - c. The commissioners.
8. If a counter other than the protective counter does not register zero, the commissioners shall immediately notify:
  - a. the Parish Board of Election Supervisors;
  - b. the voting machine warehouse;
  - c. the parish custodian.
9. The card of instructions to voters and commissioners and a copy of the sample ballot shall be posted:
  - a. in a conspicuous place at the principal entrance to the polling place;
  - b. on the wall inside the polling place;
  - c. on the front of each machine.
10. When do the commissioners and watchers complete the "Machine Certificates No. 1?"
  - a. Before the polls close.
  - b. Before the polls open.
  - c. As soon as the polls close.
11. When the voting machines are unlocked for voting, the commissioners shall:
  - a. place the keys in the back of the voting machine;
  - b. place the keys to the voting machines in the envelopes provided for that purpose;
  - c. return them to the parish custodian.
12. The keys to the voting machines shall not be used during the election except by mechanics or experts repairing or adjusting the machine under the supervision and control of:
  - a. the parish custodian;
  - b. the commissioner-in-charge;
  - c. the watchers.
13. Any person who voted by absentee ballot:
  - a. must vote in person if he is within the parish on election day;
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- b. take his word that he is a registered voter and allow him to vote;
- c. contact the registrar of voters to ascertain whether or not the persons applying to vote is registered to vote in that precinct.

16. If the applicant to vote is unable to sign his name on the registration certificate or computer voting list:

- a. the applicant shall make his mark in ink in the proper space;
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- a. his spouse of a blood relative or a commissioner only;
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- c. any person of his choice except the commissioner-in-charge or a candidate to be voted on in that election.

19. A voter who because of inability to read is unable to cast his vote without assistance may receive assistance from:

- a. his spouse or a blood relative or a commissioner of his choice other than the commissioner-in-charge;
- b. his spouse or a blood relative or a commissioner of his choice other than the commissioner-in-charge, and a second commissioner chosen at random by the commissioner-in-charge or any other person of his selection;
- c. his spouse or a blood relative or a commissioner other than the commissioner-in-charge or any other person of his choice.

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- c. Only one person.
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  - a. the applicant is not listed on the precinct register or computer voting list;
  - b. the applicant has not voted in the last four elections;
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- 23. What disposition is made of the written record of the challenge on election day?
  - a. It is sent immediately to the Parish Board of Election Supervisors.
  - b. It shall be placed in the envelope marked "Put in Voting Machine."
  - c. Turned over to the district attorney.
- 24. As the number of votes for each candidate are called off from the voting machines, they shall be:
  - a. entered on the "Tabulation Blank and Compiled Statement" from by one of the commissioners in duplicate;
  - b. entered by two commissioners on "Tabulation Blank and Compiled Statement" form by the commissioner-in-charge;
  - c. recorded on a "Tabulation Blank and Compiled Statement" form by the commissioner-in-charge.
- 25. Generally speaking, no political activity is allowed between the hours of 6 a.m. and 9 p.m. on election day within:
  - a. 300 feet of the entrance to any polling place;
  - b. 600 feet of the entrance to any polling place;
  - c. inside the polling place.

The following questions may be included on examinations administered to applicants for "Commissioner-in-Charge" in those parishes using the 2.5 voting machine.

- 26. The officer's control latch must be pulled out:
  - a. before the polls open;
  - b. before each voter votes;
  - c. at the close of voting.
- 27. To lower the ballots on the machine, you must use keys number:
  - a. 2 and 5;
  - b. 3 and 4;
  - c. 2 and 3.
- 28. After the polls are closed, how do you get the vote count off of the voting machine?



a. Insert number 2 key in lock number 2 and number 3 key in lock number 3 and turn. Break the seal on the knurl knob and turn knob until you hear a distinct click. Take the vise handle and turn counter clockwise as far as it will go. This will raise ballots and count will be showing.

b. Open the back door with key number 1.

c. Insert number 3 key in lock number 3 and turn. Take the vise handle and turn counter clockwise as far as it will go. This will raise the ballots and expose the count.

The following questions may be included on examinations administered to applicant for "commissioner-in-charge" in those parishes using the automatic voting machine.

29. Commissioner is unable to unlock top rear door to open counter compartment door to check if all counters are at zero. Why?

a. Number 2 lock is turned off.

b. The machine is too unlevel.

c. The counter door latch is not turned horizontal.

30. Commissioner is unable to turn lock number 2 up. Why?

a. Seal has not been cut;

b. The machine is too unlevel;

c. The counter door latch is not turned horizontal.

31. After the machine is sealed, commissioner is unable to unlock top rear door to open counter compartment to tabulate votes. Why?

a. Front doors are closed.

b. Light cord is not plugged in.

c. Number 2 lock is turned up.

The following questions may be included on examinations administered to applicants for "commissioner-in-charge" in those parishes using eh 10-25 voting machine.

32. Where do you find supplies for the election?

a. Locked in the back of the voting machine.

b. At clerk of court's office.

c. In the envelope with keys to voting machine.

33. To put voting machine in operation, you should:

a. call registrar of voters;

b. close and lock all doors;

c. follow instructions step by step on left front door when facing the voting machine.

34. What key, if any, do you use to raise the ballots?

a. Front and rear door key.

b. Machine key.

c. None.

AUTHORITY NOTE: Promulgated in accordance with R.S. 18:1371.

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HISTORICAL NOTE: Promulgated by the Secretary of State, Board of Elections Supervisors, LR 8:266 (May 1981).